STUDENT TEACHER’S GUIDE TO SUBMITTING CLINICAL WORK in FOLIOTEK

BS and MAT Middle/Secondary Education, all tracks (traditional route to certification)
1. Know your CLINICAL COURSE NUMBERS!
   Your school placement corresponds to a course number. Submit your work under the course
   number associated with your placement or type of placement(s). For example, submit Special
   Education-LBD placements’ work to EDSP 470; submit “regular” middle school classroom work
   to EDTP 417. The slides in this presentation describe all scenarios.

2. Select the CORRECT UNIVERSITY SUPERVISOR when submitting your CLINICAL
   WORK (student teaching documents).
   Be sure to select the correct supervisor from the faculty list when submitting your work.

3. SUBMIT ASSESSMENTS that do not require attachments of student work to
   UNIVERSITY SUPERVISOR(S) at BEGINNING OF SEMESTER
   These are indicated by red arrows in this presentation). Submit lesson plans, reflections,
   and the “Calendar - Days’ Spent in Student Teaching” assignments upon completion or upon
   supervisor’s request.
First things 1st

The next five slides outline the course numbers associated with student teaching placements, and the student teaching assignments and assessments specific to each academic program and certification track(s).

Your work must be completed and assessed by your university supervisor before you can be recommended for teacher certification.
**Send items indicated with red arrows to supervisors at beginning of semester**

MAT candidates will submit assignments to course EDTP 617. Assignments are labeled “EDTP 617 - [same as above]...”
### Important:
The student view of course EDTP 417 will be the same for all students, regardless of track. **Students pursuing Middle School + Special Education-LBD dual certification should omit submission of two lesson plans, two observations, two reflections and one dispositions assessment in EDTP 417.** These remaining two lesson/teaching/reflection/dispositions assessments will be scored by the supervisor of LBD placements in course EDSP 470. Be sure to submit assignments from the correct course number to the associated university supervisor.

**Send items indicated with red arrows to supervisors at beginning of semester**
MAT candidates will submit assignments to course EDTP 618. Assignments are labeled “EDTP 618 - [same as above]...”
Middle/Secondary Education (MISE) High School content/placements only
EDTP 419 (BS) / EDTP 619 (MAT)

**Send items indicated with red arrows to supervisors at beginning of semester**

MAT candidates will submit assignments to course EDTP 619. Assignments are labeled “EDTP 619 - [same as above]...”
Middle/Secondary Education (MISE) P-12 Certification
EDTP 412 (BS) / EDTP 612 (MAT)

**Send items indicated with red arrows to supervisors at beginning of semester**

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<thead>
<tr>
<th>EDTP COURSES</th>
<th>EDTP 412 - Calendar- Days Spent in Student Teaching...</th>
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MAT candidates will submit assignments to course EDTP 612. Assignments are labeled “EDTP 612 - [same as above]...”
Additional bits …

• If you submit an assignment in Foliotek to the wrong supervisor by mistake, contact the supervisor and ask that s/he decline the assessment. After the assessment is declined, you can resend it to the correct supervisor. You can also ask that the “incorrect” supervisor forward your assessment to the “correct” supervisor in Foliotek.

• If you do not see a course in the left menu on the Foliotek dashboard, make sure that you are viewing your Student Teaching portfolio. See Navigating Multiple Portfolios in Foliotek.

• Answers to the most common questions about submitting work in Foliotek to faculty instructors and university supervisors can be found on this page: https://louisville.edu/education/foliotek/students
  Fall 2020: Uploading Course Assessment to Faculty
  Submitting Student Work to Supervisors
Most of the clinical information teacher candidates need can be found on the OEDCP website:

https://louisville.edu/education/field-placement
THANK YOU!

Have a great student teaching semester!